

PROCESS FOR ARCHIVING DATED WEB CONTENT - DRAFT

Date: 20 August 2003

Goal

The goal of this project is to remove outdated content from the APHIS web servers (WEBDEV, INSIDE). This will help to lessen the level of effort needed for content migration by eliminating unnecessary content from the web servers.

Notes

It is assumed that Agency web content that is older than 1095 days (3 years) is outdated. Therefore, it is proposed that content with a last modified date of 30 September 2000 be archived.

Process

1. Review list of APHIS personnel with access to the Agency web servers. Revoke publication privileges for personnel who are no longer with the Agency or others who are identified. Notify those personnel whose web publishing privileges have been revoked
2. Identify active web publishing personnel to receive ownership of content from accounts whose publishing privileges have been revoked.
3. Create process to move ownership of content from revoked accounts to active accounts.
4. Create a process to identify web content with a last modification date that is on or before 30 September 2000.
5. Create a process to identify web content with a last access date that is on or before 30 September 2000.
6. Create a process to remove content identified in steps 4 and 5 from the active web publishing server to an archive area on hard disk. This will allow content to be retrieved quickly once identified. Allow content to remain in semi-permanent storage for a maximum of six months.
7. Create a process that will move archived content from the hard disk to more permanent storage after a specified period of time.
8. Create a process to allow for content to be exempt from archiving process.
9. Ensure all processes created as a part of this project are repeatable on a periodic basis.

10. Deadline for completing this project will be three months after processes and supporting applications are put in place, but in no case will be later than 31 December 2003.

Questions

1. Is the content date (30 September 2000) for archiving appropriate? Should the file age be older or younger?
2. Is the deadline appropriate (31 December 2003)?
3. Who can request an exemption from this process? Any content publisher with an account on one of the web servers? Only from a program or business unit webmaster?
4. Is the deadline line of six months for moving content from semi-permanent storage to permanent store too short?